

October 30, 2003

**TO:** Chief School Administrators  
Chairpersons, Local Professional Development Committees

**FROM:** Richard C. Ten Eyck, Assistant Commissioner  
Division of Educational Programs and Assessment

**SUBJECT:** Local Professional Development Committees  
Update on Professional Development Plan Review and Approval Process

Please find the attached letter regarding the Professional Development for Teachers Initiative from Cheryl Roeser, the Chairperson of the New Jersey Professional Teaching Standards Board, and a packet of information on the 2004 - 2005 local professional development plan implementation and review process. The process and timeframes are essentially the same as those of last year. The packet of information includes the following important information:

- Planning Timelines for 2004-2005 Implementation;
- Implementation Activity Guide (Updated Fall 2003);
- Federal No Child Left Behind Professional Development Guidance; and
- Framework for Developing the Local Professional Development Plan (Updated Fall 2003).

Professional development is a key element in ensuring that teachers have the knowledge and skills needed to help all students learn at high levels. Thank you for your support of quality professional development and I wish you great success in your professional development programs this year.

If you have any questions, please contact Eileen Aviss-Spedding or Patricia Guazzelli with the Office of Academic and Professional Standards at 609-777-4810. Thank you for your continued support in this important endeavor.

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Attachments

c: William L. Librera, Ed.D.  
Dwight Pfennig  
Gloria Hancock  
Jay Doolan  
County Superintendent  
Eileen Aviss-Spedding  
Patricia Guazzelli  
Cheryl Roeser